

BURBANK



TOURNAMENT OF ROSES

BURBANK TOURNAMENT OF ROSES ASSOCIATION

Mailing Address:

P.O. Box 373
Burbank, CA 91503-0373
(818) 840-0060

www.BurbankRoseFloat.com

Construction & Decoration Site:

Burbank Water and Power
123 W. Olive Avenue
Burbank, CA 91502

To: Prospective Craft Faire Vendor
For: Burbank Tournament of Roses Association
13th Annual Open House and Craft Faire
When: Saturday, October 5, 2024

Attached is the form to be completed if you wish to reserve a table at the 13th Annual Open House and Craft Faire sponsored by the Burbank Tournament of Roses Association.

RESERVATION FORM: Please fill out all items and be sure to include a description (or picture) of your merchandise or crafts to be sold. The table fee is: \$65.00 for regular or \$75.00 for an end table. Tables are assigned on a 1st come 1st served basis. For those interested in reserving 2 tables, the cost will be \$100.00. For smaller vendors, we also offer smaller 4-foot tables for \$35.00 (one 4' table per vendor).

CITY OF BURBANK ITINERANT MERCHANT PERMIT: Return the completed permit application with your reservation agreement/contract form. If you have a current business license with the City of Burbank, be sure to include the license number at the top of the completed application. The license fee is included in the table fee.

If you know of any Craft Faire vendors who might be interested in selling that day, please have them contact me, Kim Cecchettini. The cut-off date for reservations is September 20, 2024. Please feel free to e-mail or call me with any questions.

I can be reached at:

E-Mail: kbossley@yahoo.com

Phone: (818) 515-6658

We look forward to seeing you at our Open House and Craft Faire.

Kim Cecchettini (formally known as Kim Bossley)
2024 Open House and Craft Faire Committee Chair

Open House and Craft Faire – Saturday, October 5, 2024 Vendor Agreement/Contract

FEE: \$65.00 for regular 8-foot table, \$75.00 for an end 8-foot table or \$100 for two 8-foot tables. Four-foot tables are \$35.00 (limit one per vendor). In exchange for your fee, Burbank Tournament of Roses Association (BTORA) will allot to you the use of one 30"x96" (8 foot) covered table and 2 chairs for selling your merchandise. No more than 2 people per table selling. The 4-foot tables come with 1 chair. Space is limited. Racks and other large items need approval. Reservations must be made by **September 20, 2024** and must be accompanied by the proper fee and form. **Make checks payable to: BTORA.**

SET-UP:

Set-Up Time	9:30 a.m. -- 11:00 a.m.
Sell Time	11:00 a.m. -- 4:00 p.m.

FLYERS: Will be available to you upon receipt of your completed reservation forms and fee.

ADVERTISING: Will include local newspaper, internet, posters in local businesses, outside banners, etc. We strongly recommend and encourage you to also use your advertising methods (social media, newsletters, etc.).

DONATIONS: If you wish, you may donate something towards our opportunity raffles. **You will receive a tax-deductible receipt.**

IMPORTANT: You will be responsible for collecting your own sales tax. You will hold BTORA harmless for any and all lost, stolen or damaged articles sold or displayed during the day of the event. After you have unloaded your car, please use the Metrolink Parking Lot.

PARKING: ALL parking for this event will be at the Metrolink parking lot (5 W. Olive Ave., Burbank), under the Olive Ave. overpass at the corner of Olive and Flower St. Parking is free.

POWER: 110 and 220 VAC power is available upon request.

RESERVATION AGREEMENT/CONTRACT FORM

<hr/>	<u>TABLE CHOICE</u>
Vendor/Crafter Name	
<hr/>	_____ Regular 8' Table - \$65.00
Address	
<hr/>	_____ End 8' Table - \$75.00
City, State and Zip Code	
<hr/>	_____ 2 x 8' Tables - \$100.00
Area Code/Phone Number	
<hr/>	_____ 4' Table - \$35.00
Email Address	Power outlet required: YES NO

**RETURN RESERVATION AGREEMENT FORM AND RESERVATION FEE
PAYBLE TO:
BURBANK TOURNAMENT OF ROSES ASSOCIATION**

Mail to:

2024 BTORA Open House and Craft Faire
Kimberly Cecchettini
7516 Bloomington Ave
Burbank, CA 91504

Must be received by: **September 20, 2024**

DESCRIBE YOUR CRAFT/PRODUCT BELOW OR SUBMIT A PICTURE

This helps with our advertising

I agree to abide by the terms set forth on my agreement/contract for the Burbank Tournament of Roses Association's "Open House and Craft Faire" on **Saturday, October 5, 2024.**

Vendor/Crafter Signature

Existing Burbank Business License Number:



City of Burbank
Community Development Department – Building Division
150 North Third Street / 818-238-5280 / www.burbankca.gov

BUSINESS APPLICATION

PLEASE PRINT ALL INFORMATION

Form with fields for: Date of Application, Type of Permit (Convention Center Event Permit, Itinerant Merchant Permit, Daily Food Peddler Permit), Name of Event, Address of Event, Date/s of Event, EVENT BUSINESS NAME OR VENDOR BUSINESS NAME, BUSINESS ADDRESS, EVENT ACTIVITY OR VENDOR BUSINESS ACTIVITY, Business Phone, Business FAX, Email Address, Web Address, Contact Person Name, Contact Person Phone, Contact Person Email Address, Type of Ownership, Social Security or Federal ID Number, Owners, Partners or Corporate Officers (attach additional sheets if needed), Name, Title, Home Address, Phone, Driver License No., Email.

I hereby certify that the information furnished in this application and the attached materials are true and correct to the best of my knowledge and belief. I understand that I may be required to submit additional information related to the proposed business before a decision can be made. I understand that this application is not proof of final approval of a license, permit, or tax certificate. This is only an application.

ONLY ACTIVITIES AND MERCHANDISE LEGAL IN BURBANK CAN BE CONDUCTED. IT IS THE VENDOR'S RESPONSIBILITY TO ALSO OBTAIN A SELLER'S PERMIT FROM CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION.

Applicant's Printed Name _____ Title _____

Applicant Signature _____ Date _____